

# Application Checklist for RFA Research Partnership Proposals

**This application checklist does not address all relevant requirements of the RFA and should only be used as supplemental guidance.** The application checklists' sole purpose is to help the applicant include all of the documentation requested by the Request for Applications. Incomplete application packages will not be considered for award. NOTE: A copy of any blanket certification or disclosure forms for institutions should be included in the submission package.

**Please assemble proposals in the following order (Numbers 1-11).**

- \_\_\_\_\_ **1. RD-1** – Title Page and Proposal Summary  
The Primary project objective **must be** specified as part of the proposal summary.
- \_\_\_\_\_ **2. OMB Standard Form 424** – Application for Federal Assistance
- \_\_\_\_\_ **3. OMB Standard Form 424-A** – Budget Information – Non-Construction Programs (Including a Budget Narrative)
- \_\_\_\_\_ **4. OMB Standard Form 424-B** – Assurances, Non-Construction Programs
- \_\_\_\_\_ **5. OMB Standard Form LLL** – Disclosure of Lobbying Activities
- \_\_\_\_\_ **6. AD 1047** – Certification Regarding Debarment, Suspension, and Other Responsibility Matters  
Primary Covered Transactions
- \_\_\_\_\_ **7. AD 1049** – Certification Regarding Drug-Free Workplace Requirements (Grants)  
Alternative I – For Grantees Other Than Individuals
- \_\_\_\_\_ **8. Non-financial Benefits Statement**
- \_\_\_\_\_ **9. Written Proposal Narrative** (10 page maximum)
- \_\_\_\_\_ **10. Appendix Containing Attachments** (Optional)
- \_\_\_\_\_ **11. RD-2** – Statement of Work
- \_\_\_\_\_ **12. One original unbound paper copy** of the complete proposal (Please sign in **BLUE** ink)
- \_\_\_\_\_ **13. Twelve unbound paper copies** of the complete proposal (#'s 1 thru 11 above) are requested;  
3 copies are required.
- \_\_\_\_\_ **14. One Electronic Copy** of the complete proposal including all forms (#'s 1 thru 11 above) on  
Diskette or Compact Disk (Microsoft Word format preferred)
- \_\_\_\_\_ **15. Obtain Data Universal Number System (DUNS) Number** – required to complete the SF-424